

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration  
FROM : Chief, Fiscal Section  
(THRU: Chief, Finance Division)  
SUBJECT:

DATE: 20 May 1947

Attached is a memorandum dated 14 May 1947 from the Executive Officer, Office of Reports and Estimates, setting forth the need for giving a Grade CAF-5 Clerk-Stenographer indoctrination in Washington, D. C. prior to assuming duties in a field office.

The statements made should justify, to appropriate Government Officials, the cost of the transportation involved in transferring this type of an employee from Washington, D. C. Therefore, the only remaining point for consideration is whether a move as outlined is consistent with Administrative policy and desires of the Agency.

If you concur in the need for indoctrination of this type of an employee for the project cited in the memorandum, it would be profitable to transfer an employee rather than appointing one on [REDACTED] and paying the cost of round trip transportation plus a per diem for the temporary duty that the individual would perform in Washington.

Your courtesy in notifying Mr. [REDACTED] of the decision reached in this case and returning the original of his memorandum to support payment of the transfer account, should approval be granted, will be appreciated.

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[REDACTED]  
Chief, Fiscal Section

Attachment

Document No.	006
No Change in Class.	<input type="checkbox"/>
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Class. Changed To:	TS S C
Auth:	HR 78-2
Date:	Nov 2 1978
By:	012

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